

From: DPA EIS Helpdesk
Sent: Friday, November 01, 2002 10:16 AM
To: ALL DPA Statewide Staff
Subject: Advance Mass Change Broadcast
Broadcast to all DPA Staff from Systems Operations, the Food Stamp
Policy Unit
and the
Policy & Program Development Team

Advance Mass Change Broadcast

This is an early reminder about the Food Stamp, Temporary Assistance, and Adult Public Assistance Mass Change for January 2003 cost of living adjustments (COLA). Mass Change is scheduled to run on the night of November 30, 2002 for benefit month January 2003.

In preparation for Mass Change, **please do not initialize** into the benefit month, January 2003, or beyond until after December 1, 2002.

- For Food Stamps and Temporary Assistance, if you initialize and authorize the benefit month of January 2003 before December 1, you will have to re-work January benefits after the Mass Change job to insure the benefit amounts are correct.

Additional Instructions for APA Workers

- If you must go into the benefit month of January 2003 before December 1, be sure to retain the 2002 amounts on the UNIN and APAS screens. Mass Change will process the 2003 COLA and adjust the income figures and final benefit amount for you.
- Be sure that couple cases have the spouse in the 02 position on the SEPA screen. If the spouse is in any other position on the SEPA, the case will be rejected for Mass Change without any further consideration. If the case is rejected for this reason, Systems Operations sets an alert for you on the ETAL screen after the Mass Change job runs.
- Make sure the prospective UNIN and APAS screens accurately reflect the current 2002 SSA and SSI figures

**DO NOT ENTER THE ANTICIPATED 2003 COLA INCREASE
ON THE UNIN and APAS SCREENS.**

Systems Operations will distribute various reports after Mass Change to assist you in identifying the Adult Public Assistance, Food Stamp, and Temporary Assistance cases that have had adjustments made.

You must review the reports and cases to ensure accuracy.

Please direct Adult Public Assistance and Temporary Assistance policy questions to the Policy and Program Development Team via email to DPAPOLICY@health.state.ak.us

[<mailto:DPAPOLICY@health.state.ak.us>](mailto:DPAPOLICY@health.state.ak.us). Direct Food Stamp Policy Questions to Joan Chase at Joan_Chase@health.state.ak.us

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